



## Request for Assistance (RFA) FORM INTAKE INTERVIEW LOG

<b>Date:</b> 11/5/13	<b>Interviewer:</b> Laura Eckert	<b>RFA #13 – 46</b>
<b>Name of Person(s) Requesting Assistance:</b> [REDACTED] on behalf of instructor and student		
<b>Contact Numbers (telephone, e-mail, etc.):</b> [REDACTED]		
<b>Status of Person(s) Interviewed (title, position, student status, etc.):</b> Assistant Professor, [REDACTED]		
<b>Requested Assistance Pertaining To (name, position, policy, project, etc.)</b> Instructor alleging one of the FT [REDACTED] Professors being inappropriate with a student.		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐  
 Respondent (if app.):    Male ☐ Female ☐    Administrator ☐    Faculty ☐    Staff ☐    Student ☐

**Complaint Category:** *(Please check at least one)*

- |  |  |   |                                     |  |
|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion   | <input type="checkbox"/> Retaliation         |
| <input checked="" type="checkbox"/> Sex/Gender         | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |                                     |  |

Time Line		
Date	Item	Comments
11 5 13	t/c from [REDACTED]	See Summary Memo
11 6 13	LE t/c [REDACTED]	[REDACTED] to ask student to call EOO
11 8 13	LE emailed [REDACTED]	I haven't heard from student, did you get to tell her to call EOO? Pls let me know times you and I can talk next week.
11 15 13	LE t/c [REDACTED]	LE I haven't heard from [REDACTED] and don't want to leave message on shared voice mail [REDACTED] cell phone [REDACTED] [REDACTED] had talked with [REDACTED] yesterday and she had talked with student and said she had it was a positive conversation and she was trying to have other students come forward as well
11/15/13	LE t/c to [REDACTED]	[REDACTED] cell phone [REDACTED] Lm, pls call
11/19/13	LE t/c to [REDACTED]	Cell phone, left message, pls call

11/19/13	LE email to [REDACTED]	Urgent, need to meet
11/20/13	SGS emails [REDACTED]	Asking her to call today at earliest convenience.
11/22/13	Sue mtg w/ [REDACTED]	SGS has already discussed this potential issue with Dean [REDACTED]. [REDACTED] indicates that [REDACTED] had come to him last year but it was all second hand information. SGS indicated that if this should occur again in the future, that he should contact the EO Office right away. [REDACTED] agreed to do that.
11/24/13	[REDACTED] emails SGS	Something unexpected came up, she call on Monday (11/25/13).
12/2/13	SGS emails [REDACTED]	It is extremely important you contact me today, at your convenience. Thank you very much.
12/5/13	[REDACTED] emails SGS	Very sorry its been a crazy week. She will call tomorrow (12/6/13)
12/5/13	[REDACTED] t/c Lynae	Calling for Sue. Lynae scheduled for [REDACTED] to meet with Sue in the afternoon.
12/5/13	SGS intake w/ [REDACTED]	See notes in file.
12/5/13	SGS discussion with Dean [REDACTED]	Dean [REDACTED] agrees Sue should meet with Professor [REDACTED] and let him know this is not a complaint, but be sure that he is aware of university policies prohibiting sexual harassment and consensual intimate relationships. Sue discusses issue with faculty union president Chuck Lambert and lets him know she will be meeting with Professor [REDACTED] and asking if he wants union representation, in spite of this not being a complaint.
1/17/14	SGS meets with [REDACTED]	Because of conflicts in schedules and holiday break, SGS was not able to schedule with Professor [REDACTED] until 1/17/14.
Week of 1/20/2013	Conversations with Dept Chair, Dean and Faculty Union President	SGS had close out and updating conversations with Dean, Department Chair and Chuck Lambert. Said she would contact them if Professor [REDACTED] decided (SGS offered) he would like one final meeting with all involved. Professor [REDACTED] wanted his Dept Chair and Dean to know he took the conversation with the EO Office very seriously. SGS said she would pass this along and wait for his call if he wanted to set up meeting.

***Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.***